## **HOW TO APPLY**

## THE INFORMATION BELOW IS <u>ONLY</u> INTENDED FOR APPLICANTS WHO ARE <u>NOT</u> CURRENTLY IN THE CCC (non-CCC applicants).

Note: CCC corpsmembers must talk to their center staff regarding CCC corpsmember Backcountry Trails applications. The application found on this page is for non-CCC applicants only.

## • INSTRUCTIONS FOR ALL NON-CCC APPLICANTS:

APPLICATION PACKAGE DEADLINE: 5:00pm, 2/24/2012.

If you are interested in applying for our 2011 Backcountry Trails Season you must submit a **complete application package**. The application package consists of the following items:

- 1) 2012 Backcountry Trails Web-Hire Application
- 2) Two, Reference Evaluation Forms (must include most recent work reference).

These items must be submitted <u>TOGETHER</u> to us by 5:00pm on 2/24/2012. <u>Late</u> or <u>incomplete</u> application packages will not be considered. Be sure you fully complete the application and that your references fully complete the Reference Evaluation Forms. If there is any missing information on your application you will not be considered. If you do not have a current, working email you will also not be considered.

Send your application package via mail or email to:

Mailing Address: Backcountry Trails Program, 1500 Alamar Way, Fortuna, CA 95540.

Email Address: <u>backcountrytrails@ccc.ca.gov</u>

PDF Version, application link: <u>2012 Backcountry Trails Web-Hire Application</u> (Note, we only have a PDF version of our application available)

Once your application packet is received by us we may contact you for a follow-up interview. You will be notified of your status on or near 3/15/2012 via email or possibly phone. Due to the high number of applications we receive and staffing constraints we most likely will have to send you an email informing you of your status.

If you have any questions refer to our website (<a href="http://www.ccc.ca.gov/go/bc">http://www.ccc.ca.gov/go/bc</a>) or contact the Backcountry Trails Program Office at 707-725-5106, or <a href="mailto:backcountrytrails@ccc.ca.gov">backcountrytrails@ccc.ca.gov</a>. Thank you for your interest.

**REMINDER:** You will not be considered if: 1) you do not have a current, working email, 2) you do not submit your application and 2 reference evaluation forms TOGETHER IN ONE PACKET, 3) any of your application or other material is incomplete or late, 4) you submit an old version of our application material.